



**DIVISION OF RADIATION CONTROL
ANNUAL GOALS
LEGISLATIVE PRIORITIES
BUDGET PRIORITIES**

FY2004

DIVISION OF RADIATION CONTROL

FY2004 GOALS

MISSION STATEMENT:

"The mission of the Division of Radiation Control is to assure the citizens of Utah the lowest exposure to any form of radiation"

DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) STRATEGIC GOAL

ENVIRONMENT

Establish clear, implementable criteria that define excellence in environmental quality, including standards for air, water, and soil, and for activities in pollution prevention, cleanups, emissions reductions, public education and cost effectiveness of controls.

Measures:

1. Necessary statutes, rules, and guidance exist.
2. Regulated customers understand and follow criteria.
3. The non-regulated customers perceive DEQ programs as fair and protective of health and the environment.

Promote a sustainable relationship between economic development and environmental quality.

Measures:

1. Stakeholders participate in the development and implementation of environmental policies and programs.
2. Over time, evaluate environmental data in relation to economic improvements within the region.

Provide leadership in Utah, the western region, and nationally on environmental policy and protection.

Measures:

1. Evaluate the results of DEQ participation in targeted state, regional, and national policy and regulatory discussions. Identify objectives of participation and achievement of objectives.
2. Success of legislative, budget, and policy initiatives identified and supported by

DEQ.

DRC STRATEGIC GOAL

Limit the amount of radiation exposure to the general public to those levels which are the lowest level reasonably achievable (ALARA) to accomplish medical procedures and protect radiation workers. Minimize environmental radiation exposure to the citizens of Utah from generation, movement, remediation, and disposal of radioactive materials.

Measures:

1. Radiation exposure to the general public from medical procedures will be evaluated.

Entrance skin exposure information for the most common x-ray procedures will be collected by staff and qualified experts and reported to the health provider comparing their results to national and Utah trends. The exposure information will be entered into the Division database to enable tracking of exposure trends for the common x-ray procedures in Utah to evaluate the effectiveness of the Division inspection efforts.

2. Dose to high risk radiation workers remains within regulatory dose limits and is ALARA High risk radiation groups (Part 61 disposal operators (Envirocare), distributors of radioactive materials (Radiation Safety and Nuclear Products), and industrial radiographers will be surveyed on an annual basis and asked to categorize their employees for exposure based on personnel monitoring records. The measure will be a reduction in exposures at the higher levels for the same groups on a yearly basis.

3. Provide satisfactory regulatory oversight programs to safeguard the public from ionizing radiation.

The radioactive materials and low-level radioactive waste programs are evaluated and judged adequate and compatible through the Nuclear Regulatory Commission Integrated Materials Performance Evaluation Program (IMPEP) during routine program reviews.

4. Problem radon areas are identified.

Radon test results from Division, local health departments, and vendor data are tracked by database by geographic location to enhance identification of problem radon areas.

DIVISION OF RADIATION CONTROL (DRC) ANNUAL GOALS:

DIVISION GOALS:

1. Submit an amended application for Agreement State status for uranium mills and tailings to the Nuclear Regulatory Commission (NRC).

Measures:

- (a). Revise the final application per comments of the NRC staff received May 2003.
- (b). Federal Register notice for alternate groundwater standard published late May or early June 2003.
- (c). Respond, as requested by the NRC, to any comments as a result of the FR notice to the alternate groundwater standard.
- (d). Public comment begins on final application in Federal Register on July 15, 2003.
- (e). Public comment on final application ends on August 18, 2003 and comments are resolved by September 2, 2003.
- (f). Begin staff recruitment during July 2003.
- (g). Identify space for two new staff members (scientist and engineer)
- (h). Schedule training for transition staff in Colorado (Cotter Mill) during summer 2003.
- (i). Continue training for transition staff as opportunities arise at regulated facilities during summer 2003.
- (j). Program implemented by October 1, 2003 (FY2004). If this date is missed because of comment response needed for either the alternate groundwater standard or the final application, the next implementation date with no fees penalty for Utah uranium licensees would be March 31, 2004.
- (k). Convert NRC licenses to state licenses, Rio Algom and International Uranium will have to receive groundwater permits/orders prior to program implementation
- (l). Solicit training from EPA or NRC regarding the environmental review process for new and existing uranium mill staff.
- (m). Prepare for transition from permanent "temporary" staff to permanent staff (length of time, necessary training, etc.)

2. Complete the siting application review for Cedar Mountain (CM) Environmental low-level radioactive waste facility.

Measures:

- (a). Review responses to first set of interrogatories when submitted by CM by DRC contractor, URS Corporation.
- (b). Issue second set of interrogatories, if necessary, within 60 days of receiving response as outlined in 2(a).
- (c). Issue draft siting evaluation report with Executive Secretary recommendation for approval/disapproval following interrogatory resolution process.
- (d). Receive public comment on DSIER.

- (e). Respond to public comment and issue final Executive Secretary decision on siting application.
- (f). If necessary, provide support to the Radiation Control Board for any appeals of Executive Secretary decision as necessary.

3. Provide support to the Governor's task force to oppose a temporary spent fuel storage site.

Measures:

- (a). The Division Director will coordinate issues with the manager of the Office of Spent Fuel Storage Opposition
- (b). The Division Director will complete assignments as directed by the Task Force Chairman (Executive Director of DEQ)
- (c). The Division Director will make staff available for technical input into the issues.

4. Provide information to the Hazardous Waste Regulation and Tax Policy Legislative Task Force.

Measures:

- (a). Identify DEQ programmatic issues relating to task force study of waste policy.
- (b). Work with the Legislative Office of Research and General Counsel and Committee Chairs as requested.

5. Participate in establishing security measures for radioactive materials in conjunction with the NRC, Homeland Security, DEQ, etc.

Measures:

- (a). Continue to work on national policy with the NRC regarding appropriate security measures for certain types of radioactive materials by providing written comment as requested on draft policies and procedures, attending meetings as scheduled by the NRC, and following and providing input into State/NRC security workgroups.
- (b). Coordinate with State Homeland Security regarding radioactive materials security issues.
- (c). Work with representatives of DEQ to address policy questions relating to security issues relating to hazardous materials within the Department of Environmental Quality.

RADIOACTIVE MATERIALS LICENSING AND INSPECTION SECTION ANNUAL GOALS:

6. Control the receipt, possession, use, and transfer of radioactive material to protect

public health and the environment through a comprehensive licensing program. Action will involve the processing of applications for use of radioactive material under the terms and conditions of a specific license in accordance with Division policies and procedures. The purpose will be to ensure that an applicant's commitments are sufficient to provide for the safe use and control of radioactive material.

Measures:

- (a). Applications receive a timely primary and secondary review before being approved.
- (b). Applicants make necessary commitments to ensure safe use/control of radioactive material.
- (c). Applicants make use of applicable health physics procedures.
- (d). Status information is available to the public through the DEQ website.

7. Perform all inspections of specific licensees in accordance with the inspection program policies and procedures manual to assure that licensees are abiding by the rules and commitments necessary to assure control of sources of radiation.

Measures:

- (a). A schedule of inspections by priority, geographic location, and previous inspector is prepared by December 19, 2003.
- (b). The time interval, established by the NRC, for completion of inspections is not exceeded.
- (c). A tracking system per fiscal year is maintained and monitored for reciprocity work notices.
- (d). Licensees working under reciprocity are inspected in accordance with NRC IMPEP Procedure SA-101 (as modified by STP-02-157 on 07/31/02) for calendar years 2003 and 2004.
- (e). Inspections are performed in accordance with DRC policies and procedures.

8. General Licensees are registered and inspected in accordance with Division policies and procedures.

Measures:

- (a). New and changed registration materials are sent to a licensee within 10 days of receipt of a manufacturer's quarterly distribution report or notice of change from a licensee.
- (b). Inspections of general licensees who have received a new Certificate of Registration are performed within 90 days after issuance of the certificate.
- (c). A report is prepared by July 31, 2003 which lists the existing general licensees, who hold a Certificate of Registration, that are due for inspection during fiscal year 2004.

9. Respond to complaints or allegations concerning improper use or control of licensed material and investigate incidents involving radioactive materials.

Measures:

- (a). Where an on-site visit is needed to evaluate the conditions, it is made within five days of notification of the problem.
- (b). Submit an Abnormal Occurrence report to the NRC within three days of confirming that the problem meets the NRC's reporting criteria.
- (c). Prepare investigation reports and/or enforcement documents in a timely manner.

10. Reciprocal Recognition Notices are issued to licensees sited in other jurisdictions

Measures:

- (a). Reminder notices are mailed to current reciprocity licensees before December 19, 2003.
- (b). Responses to applications are processed within five days of receipt of the application.
- (c). A tracking system is maintained for the calendar year. This will be used to determine those licensees eligible for a radiation safety inspection.

LOW-LEVEL WASTE SECTION GOALS:

11. Evaluate and continue to provide an effective low-level radioactive waste regulatory program.

Measures:

- (a). Increased oversight by staff regarding Envirocare's sampling and analysis of environmental data.
- (b). Continue daily routine oversight and modular (annual) inspections.

12. Issue groundwater discharge permits to uranium mill facilities prior to Agreement State implementation

Measures:

- (a). Issue corrective action order to Rio Algom.
- (b). Determine adequate groundwater regulation tool for International Uranium Corporation and issue chosen regulation tool. .

13. Continue the Environmental Protection Agency sponsored State Indoor Radon Grant (SIRG)

Measures:

- (a). Develop and submit materials and budget for the partnership grant application by August, 2003.
- (b). Distribute radon detectors as necessary to perform studies as required by the SIRG.
- (c). Continue outreach efforts to educate customers regarding radon risks through local health departments. Allocate funds to the local health districts.

14. Conduct appropriate project based environmental monitoring.

Measures:

- (a). Sample air, soil, vegetation, groundwater or surface water as determined necessary.
- (b). Ensure appropriate analysis and reporting by Envirocare by review of submitted analytical reports..

15. Provide necessary field instrumentation to Division staff to utilize appropriately.

Measures:

- (a). Maintain, calibrate and inventory all radiation detection instrumentation.
- (b). Surplus excess instruments as appropriate.
- (c). Provide emergency response equipment to staff.

16. Conduct an emergency response program.

Measures:

- (a). Yearly, review and update the Division emergency response plan and call list.
- (b). Respond to radiation incidents.

- (c). Participate in emergency exercises as available.
- (d). Participate in DEQ emergency response planning as requested.

17. Participate in the federal government surface and/or groundwater remedial actions at SLC and Green River Title I UMTRCA sites.

Measures:

- (a). Provide hydrogeologic expertise to review and comment on any proposed remedial actions
- (b). Ensure the interests of the State of Utah are represented in the uranium mill regulatory area.

18. Continue to participate with the WGA in the Cooperative Agreement to provide funding for the emergency response training of responders.

Measures:

- a. Prepare work plans for approval by the DOE.
- b. Participate in WGA sponsored activities as required by the Cooperative Agreement.
- c. Train responders throughout the shipping corridor.
- d. Respond to requests for information and/or training from LEPCs and county governments.

19. Evaluate and make necessary changes to the generator site access program

Measures:

- a. Conduct rulemaking and implement changes regarding definitions and submittal of manifests.
- b. Host “Permittees” workshop to discuss joint regulatory issues.
- c. Continue with issuance of permits and transportation inspections.

X-RAY REGISTRATION AND INSPECTION SECTION ANNUAL GOALS

20. Perform all inspections of registrants in an effective and efficient manner as well as in accordance with Division policies and procedures.

Measures:

- (a). New x-ray registrants are inspected within 90 days post registration.
- (b). Registrants who are past due for a safety inspection by 90 or more days are completed by the end of the fiscal year (June 30, 2004).

CUSTOMER SERVICE

DEQ STRATEGIC GOAL

Both internally and externally operate as a customer-oriented agency by focusing on customer service, building trust and problem-solving through cooperative efforts.

- * Recognize that customers include the regulated community, stakeholders, co-workers and all interested parties.
- * Make timely decisions.
- * Improve coordination with internal and external customers.
- * Provide effective communication, timely and accurate information, and clear direction to customers.
- * Encourage public involvement and informed decision-making.
- * Involve customers in the rulemaking process.
- * Work with customers to solve problems.

Measures:

1. Decisions and services provided within mutually agreed-upon time frames which best meet customers' needs and provide appropriate environmental protection.
2. Customer service feedback.
3. Customer input and feedback during informal and formal stages of rulemaking.

DRC STRATEGIC GOAL

The Division of Radiation Control will maintain customer-oriented, professional working relationships with internal and external customers through focusing on their needs and providing opportunities for input into Division processes and by working with customers to solve

problems.

Measures:

5. Decisions and services provided within agreed upon time frames that best meet customer's needs.

Agreed upon schedules with licensees (# of schedules developed/times DRC has met schedule) are reviewed on a quarterly basis.

DRC ANNUAL GOALS:

DIVISION GOALS:

- 21. The Division of Radiation Control will compliment the Department's EIMI philosophy.**

Measures:

- (a). The Division will participate on the Department's EIMI management teams that will set standards.
- (b). The Division will continue development of the EUTah, Generator Site Access Permit Program.

RADIOACTIVE MATERIALS LICENSING AND INSPECTION SECTION ANNUAL GOALS:

- 22. Improve communication with the regulated public and provide regulatory information to key customers.**

Measures:

- (a). Appropriate information from the NRC is distributed to licensees within 30 days of receipt.
- (b). A file of DRC Bulletins or Notices is maintained for public and DRC staff access.
- (c). Support is provided to allow for 24-hour access to applicable forms, rules, and information about the regulatory program.

X-RAY REGISTRATION AND INSPECTION SECTION ANNUAL GOALS

- 23. Prepare a summary of inspections performed by non-Radiation Control Program inspectors, for the Radiation Control Board.**

Measures:

- (a). The summary report lists, by non-Radiation Control Program inspector, the x-ray registration name, number, inspection date, and compliance status for each facility inspected.
- (b). The report of non-RCP inspector as well as statistics for DRC staff should be provided to the Board at the conclusion of the fiscal year (June 30, 2004).

24. Complete the registration process for FY 2004 and prepare and send the registration materials for FY 2005.

Measures:

- (a). Bulk mailings of the FY 2004 registration applications are completed during the last week of June 2002.
- (b). Registration application forms and payments are processed with the bulk to be completed by August 31, 2003.
- (c). Individuals or persons who do not register their x-ray units are issued a Notice of Violation and tracked to resolution by October 31, 2003.
- (d). Preparation for the mailing of FY 2005 registration packets is completed by June 15, 2004.

25. Establish conditions and circumstances so that the Section is open for 24 hour access.

Measures:

- (a). Updates to the DRC website for the X-Ray Section are made, as needed.
- (b). Information about a registrant's registration status is made available to the public through the DEQ website.

PARTNERSHIP WITH FEDERAL, STATE, LOCAL AND TRIBAL GOVERNMENTS

DEQ STRATEGIC GOAL

Improve the effectiveness and efficiency of statewide delivery of environmental services by strengthening relationships with all levels of government.

- * Work with federal, state, local (including local health departments), and

tribal governments and provide information to plan for and manage the environmental impacts of growth.

- * The Environmental Services Delivery Plan (ESDP) delineates roles and responsibilities, joint goals and objectives, and establishes accountability between DEQ and local health departments and local governments.
- * Focus on teamwork and partnership in identifying and resolving problems.

Measures:

1. Key problems identified by government partners are addressed and solutions developed and implemented.
2. Effectiveness of the Environmental Service Delivery Plan in developing a state/local partnership, coordinating delivery of services, and obtaining adequate resources.
3. Effectiveness of the Performance Partnership Agreement in developing a state/federal partnership, coordinating delivery of services, and obtaining adequate resources.

DRC STRATEGIC GOAL

The Division of Radiation Control will maintain customer-oriented, professional working relationships with internal and external customers through focusing on their needs and providing opportunities for input into Division processes and by working by partnerships to solve problems.

Measures:

6. Feedback on partnerships

DRC ANNUAL GOALS:

DIVISION GOALS:

- 26. Continue participation in the Moab Millsite Stakeholders Group Partnership to determine future actions regarding the Moab Millsite tailings pile cleanup**

Measures:

- (a). Organize, co-sponsor, facilitate periodic meetings of Moab Millsite stakeholders to address the myriad of issues that must be addressed by the Department of Energy.
- (b). Help organize, co-sponsor, facilitate periodic meetings of the Moab Millsite groundwater subcommittee to address the groundwater cleanup issues at the Moab Millsite site and report findings to the entire group. Meetings will be held as often as required, but more periodic than the entire Stakeholder group.
- (c). Help organize, co-sponsor, facilitate periodic meetings of the Moab Millsite relocation subcommittee to address the off site removal issues at the Moab Millsite site and report findings to the entire group. Meetings will be held as often as required, but more periodic than the entire Stakeholder group.
- (d). Continue to facilitate process by providing information on the Division website under □Moab Millsite Stakeholder Group.□
- (e). Participate in the draft Environmental Impact process (DEIS) for the Moab Millsite as a Cooperating Agency. DRC will coordinate State of Utah agencies in the review process.
- (f). DRC staff will attend quarterly meetings of the cooperating agencies, the first being June 5, 2003. DRC will complete items in the “Cooperating Agency” agreement and subsequent amendments as jointly agreed by DEQ/DRC and DOE.
- (g). DRC will review DEIS in October 2003 prior to release for public comment in early 2004.

X-RAY REGISTRATION AND INSPECTION SECTION ANNUAL GOALS

- 27. Provide assistance to others by way of a Partnership Agreement with the FDA, a mammography facility inspection contract with the FDA, and an inspection contract with the Department of Health.**

Measures:

- (a). Perform the required number of inspections of new x-ray unit installations, in accordance with the FDA’s protocol, by December 17, 2003.
- (b). Perform 47 inspections of mammography facilities for the FDA before June 30, 2004. Inspections are to meet standards prescribed by the FDA.
- (c). As part of an FDA audit, mammography facility inspectors receive a satisfactory rating from the FDA. Each inspector must demonstrate proficiency in applicable aspects of the MQSA inspection process.
- (d). Develop and submit a performance contract, by August 31, 2003, for the inspection of specific health care agencies in accordance with protocols developed by the Department of Health, Bureau of Facility Review.
- (e). Perform the facility inspections as requested by personnel from the Bureau of Facility Review within their time schedule.

EMPLOYEES

The success of the employees determines the success of DEQ. We will maintain a climate and structure in which employees can function to their fullest potential and accomplish the strategic goals of DEQ.

- * Employees are committed to the success of DEQ and recognize their professional responsibility and accountability in meeting the needs of the organization.
- * Employee participation in achieving strategic and annual goals is essential.
- * Teamwork and problem solving are essential.
- * Employees are recognized for their quality work.
- * Provide opportunities for training and professional development.
- * DEQ actively promotes wellness survey.
- * Employees will perceive DEQ as a desirable place to work.
- * DEQ is effective in recruiting and retaining quality employees.

Measures:

1. Employees' feedback and wellness survey.
2. Individual performance standards reflect annual goals, and performance reviews are based on those performance standards.
3. Employees' statements and actions reflect strategic and annual goals and DEQ policies and procedures.
4. Employee recognition programs are in place, utilized, and meet employee and management needs.
5. DEQ has a low turnover rate and is effective in the recruitment of quality new employees.

DRC STRATEGIC GOAL

The success of employees determines the success of the Division of Radiation Control. We will maintain a climate and structure in which employees can function to their fullest potential,

anticipate that quality work will be recognized, opportunities for training and professional development will be provided, and the strategic goals of the Division of Radiation Control will be accomplished. Employee participation in strategic and annual goal setting is essential. Teamwork and problem solving are encouraged.

Measures:

7. Employee feedback.

On June 1st of every year, survey the employees of DRC to determine employee morale/satisfaction. The survey will produce a rating of 1 to 5 that can be compared from year to year.

8. Individual performance standards reflect annual goals, and performance reviews are based on those performance standards.

All employees of DRC have performance plans that reflect annual goals. Managers will conduct performance evaluations based on those plans.

9. Continued use of quality recognition program.

Percentage of staff receiving quality recognition awards on an annual basis categorized by manager and colleague awards

DRC ANNUAL GOALS:

DIVISION GOALS:

28. Establish effective lines of communication within the Division of Radiation Control.

Measures:

- (a). Have monthly DRC staff meetings and special Division-wide meetings as needed..
- (b). Send E mails on important issues to staff to help keep them informed.
- (c). Continue to promote the open door policy at all manager levels.

RADIOACTIVE MATERIALS LICENSING AND INSPECTION SECTION ANNUAL GOAL:

- 29. Establish conditions and circumstances so that the Section functions as a self-directed work team.**

Measures:

- (a). Section members continue to monitor the improvements made within the Section.
- (b). Section members meet as needed to make improvements and the Section Manager is advised of the progress by February 1, 2004.

LOW-LEVEL WASTE SECTION GOALS::

- 30. Provide technical and administrative support to Division radioactive materials licensing program.**

Measures:

- (a). Provide hydrogeologic and engineering staff technical support to the Division staff.

ADMINISTRATIVE SECTION GOALS

- 31. Financial management for Division programs will be provided.**

Measures:

- (a). Identify revenue sources utilizing existing information and projections.
- (b). Determine Division staffing needs within funding capability and update budget requirements to include promotions and increases.
- (c). Prepare schedules for Capital Equipment, Contracts, Professional/Technical Services, Travel (In/Out), Current Expenses, DP Current Expenses.
- (d). Update Fee Schedule prior to public comment in September/October 2003.
- (e). Prepare Building Blocks and Supplemental Requests per Department schedule for FY2004.
- (f). Finalize Budget for FY2004 per Department schedule.

- 32. Provide financial management for the Division to ensure maximum utilization of funding resources.**

Measures:

- (a). Provide financial management for the Division to ensure maximum utilization of funding resources.

- (b). Prepare and invoice facilities for licensing/registration fees. Track applicable receivables in Finet Advanced Receivables System.
- (c). Track Division expenditures against annual work program including work program adjustments as needed. Reconcile Budget Op Reports.
- (d). Provide budget recommendations and forecast to Division Director.
- (e). Prepare fiscal Notes for Legislative Fiscal Analyst during Legislative Session.
- (f). Identify revenue sources utilizing existing information and projections.
- (g). Monitor cash management procedures.

33. Provide management of Division Performance Partnership Grant, Cooperative Agreements, and Contracts.

Measures:

- (a). Renew existing Division contracts to maintain continuity of services.
- (b). Monitor financial payments on contracts.
- (c). Initiate new contracts.
- (d). Monitor the EPA performance partnership and other grants.

34. Manage travel budget for Division.

Measures:

- (a). Determine travel needs from Division Director and Section Managers.
- (b). Coordinate travel ceiling with Department Budget Officer.
- (c). Monitor travel utilization and update budget as needed.
- (d). Prepare travel requests and reimbursements for in-state and out-of-state travels.
- (e). Update staff on travel procedures.

35. Evaluate and determine appropriate training for administrative staff.

Measures:

- (a). Determine training needs for administrative staff.
- (b). Submit training needs to Division Director.
- (c). Participate in ☐in house☐ training opportunities.

36. Maintain a successful Records Management Program for the Division.

Measures:

- (a). Maintain current Files Index and distribute to Division staff.
- (b). Update Administrative Files.

- (c). Identify documents which may be archived.
- (d). Complete archive forms.
- (e). Submit appropriate documents and forms to Archives.
- (f). Make appointments for records access.
- (g). Maintain the library in an organized manner, removing reference material no longer needed by Division.

37. Prepare documents for the Utah Radiation Rules.

Measures:

- (a). Prepare proposed new rule or proposed changes to rule in Board format for approval of the Radiation Control Board.
- (b). If approved, prepare filing form for DAS/Rules and file with that office. in accordance with rulemaking time frames. Send legal notice to newspaper for publication.
- (c). Following the 30-day comment period, and upon the Board's approval, file Notice of Effective Date with DAS/Rules.
- (d). Print rule in DAS format to reflect effective changes.
- (e). Provide paper or disk copies to licensees/registrants and public as required.

38. Provide data processing/communications tools to facilitate program goals.

Measures:

- (a). Provide quality assurance for database systems.
- (b). Prepare FY2003 Information Technology Plan for the Division.
- (c). Determine and provide for all data processing and communication changes and additions.

ENHANCE POLICY MAKERS (LEGISLATURE, OTHER ELECTED OFFICIALS, AND BOARDS) UNDERSTANDING OF ENVIRONMENTAL ISSUES

DEQ STRATEGIC GOAL:

Facilitate policy makers as proactive participants in shaping environmental policy.

Measures:

- 1. Legislators, other elected officials, and Board members are appraised of important environmental policy issues.
- 2. Relationships with policy makers are developed and understanding of environmental issues enhanced.

3. Policy makers work with DEQ in development and implementation of environmental policy issues.
4. Policy makers' trust in DEQ is developed and enhanced.

DRC STRATEGIC GOAL

Inform, educate, and facilitate Boards as proactive participants in shaping radiation control policy in the State of Utah.

Measures:

10. Board member, legislative, and elected officials feedback.

Number of Board meetings on an annual basis and number of feedbacks from Board members on a quarterly basis. Number of feedbacks from legislators and local elected officials on a quarterly basis.

11. Policy issues are resolved.

Policy issues are resolved and the record of the meeting reflects decisions and information considered in reaching the decision.

DIVISION ANNUAL GOALS:

- 39. Continue to promote the effectiveness of the Utah Radiation Control Board.**

Measures

- (a). Continue Board meeting on a monthly basis (with exceptions of February and July)
- (b). Keep the Board informed of key radiation policy/regulatory issues.
- (c). Forward appointments for July 1, 2004 to Nancy Brown by June 1, 2004 for replacement Board members.

- 40. Support Department efforts to facilitate key contacts on Division and Department issues with citizens and citizen groups and local, state, and federal officials.**

Measures:

- (a). Continue outreach efforts through partnerships.
- (b). Support staff participation in key national organizations such as the Low-Level Waste Forum, Organization of Agreement States, Health Physics Society, and Conference of Radiation Control Program Directors.
- (c). Meet with citizens, citizen group representatives, registrants and licensees and their respective organizations and groups, Governor's staff, key legislators and legislative staff, local elected officials as requested.

ADMINISTRATIVE SECTION GOAL:

41. Provide administrative secretarial support to Radiation Control Board.

Measures:

- (a). Prepare packets for mailout to Board members, coordinating with Division Director.
- (b). Post agendas 24 hours prior to meeting.
- (c). Contact Board members regarding attendance.
- (d). Prepare additional handouts.
- (e). Set up room and record Board Meeting proceedings.
- (f). Prepare time sheets and travel reimbursement requests for Board members.
- (g). Other arrangements, as needed.
- (h). Transcribe and type minutes of Board Meeting.

X-RAY REGISTRATION AND INSPECTION SECTION ANNUAL GOALS

42. Provide information to legislative decision makers concerning funding options for the X-Ray program.

Measures:

- (a). Prepare documentation for DEQ decision making regarding possible funding options for the X-Ray program.
- (b). Discuss possible alternate funding options with important decision makers, if determined necessary.

LEGISLATIVE PRIORITIES
Division of Radiation Control
FY2004

1. Resolution of the perpetual care/ownership of "Envirocare site" and the "Cedar Mountain site" (if successful) would be a suggestion for the Task Force and "proposed legislation" to resolve this issue.
2. Examine the need to specify the order of review of a commercial low-level waste facility, specifically making the provision 19-3-105 (1)(b)(iii) a first step (the local and zoning approval) prior to the Department entering into the technical review of siting and licensing. This could be fixed as follows:

(iii) local planning and zoning has authorized the facility prior to submitting and receiving approval of the board for a radioactive material license for the facility.

BUDGET PRIORITIES
Division of Radiation Control
FY2004

1. Evaluate the need to add ability to recover additional fees for licensing actions for commercial radioactive waste facilities. The current fee is \$200 per amendment request following three "free" amendment requests for all licensees, including Envirocare. It is recommended that Envirocare be given a separate fee assessment for license amendments of \$1000 per major amendment and \$100 per minor amendment with a review fee of \$70/hour assessed and fees being collected as "dedicated credits" for the oversight program.
2. Determine frequency of split groundwater sampling for Envirocare and IUC. IUC has been annually, Envirocare sampling costs for all wells and all analytes = \$80,000, need to determine a steady frequency for split sampling (e.g. 20 wells annually for X analytes or less)

